BLACK ROCK CHURCH
JOB DESCRIPTION

JOB TITLE:	Receptionist
JOB DESCRIPTION DATE:	October 2026
JOB REPORTS TO:	Executive Director
JOB CLASSIFICATION:	Full-Time _____ Part-Time ___x (16 hours)____

THE JOB:
The receptionist welcomes visitors, answers calls, directs inquiries, and coordinates delivery pickup with staff. They keep the reception area and mailroom organized, schedule rooms and setups, and confirm HVAC arrangements for events. They also help organize rental groups and communicate with them leading up to their events.

WHO WE'RE LOOKING FOR:

- Passion for the local church, effective ministry and for serving.
- Team Player
- Eagerness to Learn
- Welcoming and engaging personality
- Extreme Attention to Detail
- Strong Interpersonal Communication Skills
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement

THE WORK YOU'LL DO:

- Work Days/Hours
    - Wednesdays - 9:00 AM - 4:00 PM
    - Thursdays - 9:00 AM - 4:00 PM
- Greet visitors, answer incoming calls, and direct inquiries to the appropriate staff.
- Take delivers and connect with staff about picking up their deliveries
- Keep the reception area organized as well as the mailroom.
- Assist with scheduling of rooms and setups
- Assist with confirming HVAC is scheduled for all events.
- Assist with organizing rentals groups and communication with them up to their event.

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

THE BIGGER TEAM YOU'LL JOIN:
Black Rock Church is one of the largest churches in New England and has a dynamic 177 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

Receptionist (Part-Time) (Wednesday 9 AM - 4 PM, Thursdays 9 AM - 4 PM)
Help create a welcoming, organized first impression for everyone who contacts or visits the church. As our receptionist, you'll welcome guests, answer calls, direct inquiries, coordinate deliveries with staff, and keep the reception area and mailroom organized. You'll also schedule rooms and setups, confirm HVAC arrangements for events, and help coordinate rental groups by communicating with them before their events. We're looking for someone who is warm, organized, dependable, and confident in communicating with a variety of people.

Email your resume, and application below to: jobs@blackrock.org

Job Description - LINK Application